



TRAINING OPPORTUNITY  
Detrick Center for Training and Education  
Excellence  
Fort Detrick, MD

Course Title: Your All-inclusive, Comprehensive, compelling, Effective, Efficient, One-Day Seminar on Time Management at Its Finest.

Dates/Hour/Location: 15 Feb 05/0830-1600/Bldg 1520, CR#2

Course length: 1 day seminar

Registration Deadline: 1 Feb 05

Cost: \$125.00 per student

Vendor/Address: Productivity Advisory Services, Inc., PO Box 763, Middletown, Md 21769

Course Overview: A practical "hands-on" one-day seminar designed for everyone-managers, supervisors, and employees-in getting the maximum out of their most valuable resource-TIME! Participants will learn how to make the best use of allocated time-theirs, their subordinates, and their co-workers. Benefits will include time management, self management, defining priorities, cutting out time-wasting/time consumers, and successfully turning time into a manageable resource.

Target Audience: Managers, supervisors, group/team/project leaders, and employees who want to maximize their control of their time, job, and life (*actually doing more with less*).

Course Manager: Tel. 301-619-7554/3360, Fax 301-619-2884 or E-Mail: [USAGDCTEE@DET.AMEDD.ARMY.MIL](mailto:USAGDCTEE@DET.AMEDD.ARMY.MIL)

How to Nominate and Apply: FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17,19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37. Do not attend unless you have received confirmation from the course manager. Although we try to accommodate all training needs,

faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

NOTES:

Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).